

INDIANA DEPARTMENT OF EDUCATION SUPPLEMENTAL EDUCATIONAL SERVICES

2007-2008 COMPLIANCE AND ON-SITE MONITORING REPORT FOR:

Acadamia.Net

DOCUMENT ANALYSIS		OBSERVATION		COMPLIANCE	
Tutor Qualifications	<i>Satisfactory</i>	Lesson matches original description	<i>3 Meets Standards</i>	Criminal Background Checks	<i>In Compliance</i>
Recruiting Materials	<i>Satisfactory</i>	Instruction is clear	<i>3 Meets Standards</i>	Health/safety laws & regulations	<i>In Compliance</i>
Academic Program	<i>Satisfactory</i>	Time on task is appropriate	Not applicable (See report)	Financial viability	<i>In Compliance</i>
Progress Reporting	<i>Satisfactory</i>	Instructor is appropriately knowledgeable	Not applicable (See report)		
Assessment and Individual Program Design	<i>Unsatisfactory</i>	Student/instructor ratio:	Not applicable (See report)		

ACTION NEEDED: NONE

- Provider submitted a revised learning plan to address concerns detailed in Assessment and Individual Program Design section

On-site Monitoring Visit Rubric DOCUMENT ANALYSIS Components

NAME OF PROVIDER: Acadamia.net
REVIEWER: S.T.

DATE DOCUMENTATION RECEIVED: April 7, 2008

Providers are required to submit documentation for each component during the site visit. If documentation is not available on-site, the director or head of the provider's organization, the site director, or another authorized representative will be required to submit documentation to the IDOE within seven (7) calendar days of site visit completion. **Failure to submit evidence could result in removal from the approved provider list.** Providers will be given an Unsatisfactory or Satisfactory for each component. Providers receiving an Unsatisfactory for any component may be required to address deficiencies within 7 calendar days of receiving their final report.

COMPONENT	DOCUMENTATION NEEDED	DOCUMENTATION SUBMITTED (IDOE use only)	UNSATISFACTORY	SATISFACTORY	COMMENTS
Tutor qualifications	BOTH of the following: -Tutor resumes/applications (<u>all tutors</u>) -Documentation of professional development opportunities in which tutors have participated (i.e. sign-sheets, agendas, presentations, certificates of completion, etc.) <i>In addition to:</i> ONE of the following: -Tutor evaluations (<u>all tutors</u>) -Recruiting policy for tutors (<u>one copy</u>) -Sample tutor contract (<u>one copy</u>)	-Tutor resumes -Tutor contracts -Training materials -Training commitment signature pages		X	-Tutor resumes indicate that tutors meet both the provider's and Indiana Department of Education's minimum tutor qualifications; -Documentation of professional development training was provided; -Tutor Contract includes provider's policies regarding tutor conduct as well as tutor responsibilities.
Recruiting materials	TWO of the following: -Advertising or recruitment fliers -Incentives policy -Program description for parents	-Recruitment flyer -Program description for parents		X	-Recruitment flyer is appropriate and shares program; -Program description for parents provides an accurate overview of provider's program.
Academic Program	ONE of the following: -Lesson plan(s) for the observed tutoring session(s) and for each subject in which provider tutors <i>In addition to:</i> ONE of the following: -Specific connections to Indiana standards (cite exact IN standard to which lesson connects) -Description of connections to curriculum of EACH district the provider works with.	-Lesson/Assignment list -Connection to Indiana Academic Standards		X	-Lesson logs include a list of all the assignments that have been developed for each student to address skill gaps identified in the pre-test; -Sample lesson demonstrated a clear connection to Indiana Academic Standards.

COMPONENT	DOCUMENTATION NEEDED	DOCUMENTATION SUBMITTED (IDOE use only)	UNSATISFACTORY	SATISFACTORY	COMMENTS
Progress Reporting	ALL of the following: -Progress reports (see IDOE e-mail for details regarding the request for progress reports) -Timeline for sending progress reports -Documentation of reports sent	-Progress reports -Documentation of reports sent -SES Contracts -SES Agreements		X	-According to district reports, provider submits progress reports in accordance to the timeframe agreed to in SES Contracts; -Progress reports include assessment scores, student goals and a summary of the student's achievement on each lesson. However, details regarding each students' strengths and weaknesses need to be more developed.
Assessment and Individual Program Design	ALL of the following: -Explanation of the process provider uses to develop Individual learning plans for each student - Pre-assessment scores and Individual learning plan for at least one student in each subject provider tutors (any identifying information for the student(s) must be blanked out) -Explanation and evidence regarding how provider's pre and post-test assessment correlates to Indiana academic standards.	-Learning plans -Explanation of learning plan development process -Pre-assessment scores -Explanation of assessment's correlation to Indiana Academic Standards	X		-Learning plans include information regarding the lessons students will complete to address skill gaps identified by the pre-test, however, they are not developed individual learning plans in that they do not include specific, measurable goals based on the initial pre-assessment or include specific strategies to help students achieve those goals; -Evidence demonstrates assessment's connection to Indiana Academic Standards.

On-site Monitoring Rubric OBSERVATION Components

NAME OF PROVIDER: Acadamia.net

SITE: www.acadamia.net

TUTOR'S INITIALS (ALL TUTORS OBSERVED): online computer program

NUMBER OF LESSONS OBSERVED: 1

DATE: March 27, 2008

REVIEWER: S.T.

TIME OF OBSERVATION: 9:20 a.m.

During the site visit, IDOE personnel will visit several tutoring sessions to observe lessons being provided. IDOE reviewers will be looking to see that actual tutoring matches lesson plan descriptions that are provided in requested documents, as well as those that were provided in the original provider application; that tutors and students are spending an appropriate amount of time on task; that instruction is clear and understandable; and that instructors seem knowledgeable about lesson content.

Each provider will receive a score of 1-4 points for each component. Providers receiving "1 or 2 points" on any component may be required to address deficiencies within 7 calendar days of receiving their final report. Failure to address deficiencies may result in removal from the state approved list.

COMPONENT	1 Below Standard	2 Approaching Standard	3 Meeting Standard	4 Exceeding Standard	REVIEWER COMMENTS
Lesson matches original description in provider application			X		-Reviewer entered online tutoring lesson as a student. The online program prompted the student to begin by completing an assessment. After the assessment was completed, the program generated lesson plans that focused on areas of deficiency (as determined by assessment results). Each lesson began with a program prompt to review study materials (for a pre-set minimum amount of time) on each area of deficiency. Once the review was completed, the student was able to begin practicing each concept by completing practice tests. If a student met the minimum score on the practice test, the student was able to advance in the lesson to complete a mastery test on that skill/concept. Lastly, once student mastered a skill/concept, the program prompted the student to complete an essay applying the skill/concept that was mastered. -Observed online lesson matches original description in provider application.
Instruction is clear			X		-Directions were easy to understand. Computer prompts guiding users to take the appropriate steps appeared when directions were not followed.
Time on task is appropriate					Not applicable. Reviewer completed online lesson, no actual student was observed.
Instructor is appropriately knowledgeable					Not applicable. Computer program was the instructor.
Student/instructor ratio:					Not applicable. Reviewer completed online lesson, no actual student was observed.

On-site Monitoring Visit Rubric COMPLIANCE Components

NAME OF PROVIDER: Acadamia.net
REVIEWER: S.T.

DATE DOCUMENTATION RECEIVED: April 7, 2008

The following information is rated “Compliance” (C) or “Non-Compliance” (N-C). Selected documentation listed for each component must be submitted as part of the site visit monitoring. If documentation is not available on-site, the director or head of the provider’s organization, the site director, or another authorized representative will be required to submit documentation to the IDOE within seven (7) calendar days of site visit completion. **Failure to submit evidence could result in removal from the approved provider list.**

If a provider is deemed to be in non-compliance with any component for which evidence has been requested, the provider may be contacted and may be required to develop and submit a corrective action plan for getting into compliance within 7 calendar days. If the corrective action plan is not submitted, if the corrective action plan is inappropriate or insufficient, or if the corrective action plan is not implemented, the provider may be removed from the state-approved list.

COMPONENT	REQUIRED DOCUMENTATION	DOCUMENTATION SUBMITTED (IDOE USE ONLY)	C	N-C
Criminal background checks	ALL of the following: -Criminal background checks from an appropriate source for every tutor and any other employees working directly with children.	-Criminal background checks	X	
Health and safety laws and regulations	ONE of the following: -Student release policy(ies) <i>In addition to:</i> ONE of the following: -Safety plans and/or records -Department of Health documentation of physical plant safety (if operating at a site other than a school) -Evacuation plans/policies (e.g., in case of fire, tornado, etc.) -Transportation policies (as applicable)	-Student release policy is not applicable since this is an online provider -Internet Safety Policy	X	
Financial viability	ONE of the following: -Documentation of liability insurance coverage <i>In addition to:</i> ONE of the following: -Audited financial statements -Tax return for the past two years	-Verification of liability insurance -Tax returns for 2 years	X	